HOW TO REQUEST AN ALTERNATIVE WORK ARRANGEMENT in WORKDAY

Log into Workday and navigate to your Workday home page. Click on the Announcement labeled " ALTERNATIVE WORK ARRANGEMENTS."	Request A	Iternative Work Arrangement Diane M Fournier
1. Enter the proposed start and end dates for your alternative work arrangement. Initial requests should not exceed 6 months.	Start Date	* 08/29/2022
2. Enter the reason for making the request.		
"I would like to try an alternative work arrangement for my work." OR	Proposed End	Date * 12/23/2022
"I have been conducting my work successfully using an alternative work arrangement and would like to request a continuation of this arrangement."	Position	* Cashier/Accounts Receivable Representative - Diane M Fournier
3. Enter the TYPE of arrangement you are requesting:	Reason	★ X I would like to try an alternative work arrangement.
FLEXIBLE schedules		
Compressed Work Week	Details	
Flexible arrival and departure times		* Regular Hybrid Schedule - Set :=
Split shift	Туре	★ X Regular Hybrid Schedule - Set := Weekly Schedule
Other		
FULLY REMOTE schedules	Hours per Wee	k 16
Fully remote schedule within Maine		
Fully remote schedule outside of Maine	Days per Week	2
REGULAR HYBRID schedules		
Alternating Weeks	Days of the We	eek 🗙 Tuesday 🗄
Set Weekly schedule		× Thursday
Varying Weekly schedule		X maloday
Other		
SEASONAL FLEXIBLE Schedules		uld like to work remotely two days
For periods when Students are NOT on campus	a we	ek on Tuesday and Thursday if
Summer schedule	poss	ible.
Other	Attachments	5
4. Add in the details of your proposed schedule if prompted to do so		
Hours per Week — indicate the number of hours you will work REMOTELY		
Days per Week — indicate the number of days you will be working REMOTELY	Submit	Save for Later Cancel
Days of the Week—indicate the days you will NOT be on campus!!!		
5. Enter any pertinent details in the Comments box or add a relevant attachment		
(e.g., an email from your manager outlining a schedule you discussed, etc.)		
6. Once you click on SUBMIT, your request will be routed to your manager for consideration.		

MANAGER CHAIN of APPROVAL FOR ALTERNATIVE WORK ARRANGEMENTS

Inbox	
Actions Archive Viewing: All Sort By: Newest Request Alternative Work Arrangement: Diane M Fournier Iminute(a) ago - Effective 07/18/2022	Log into Workday and review your Inbox for a task labeled, "Request Alternative Work Arrangement" and then a task "Review the job descrip- tion for your employee requesting an alternative work arrangement."
Complete To Do Review the job description for your employee	
2 minute(s) ago - Effective 07/01/2022	
For Senior Associate Director for HR Services - Cindy Bessmer	
Overall Process Request Alternative Work Arrangement: Cindy Bessmer	
Overall Status In Progress	
Instructions Please review all aspects of the current job description for your	employee requesting an alternative work arrangement. Make sure that they can successfully accomplish the essential functions of their position within the proposed conditions of the agreement.
C TEST TEST	

Please review all aspects of the current job description for your employee requesting an alternative work arrangement. Current job descriptions are maintained in the Position Management area of Recruit. You can find Recruit on the Okta login page (login.bowdoin.edu) or alternatively, you can find it directly on the careers site (https://careers.bowdoin.edu/hr/). Make sure that they can successfully accomplish the essential functions of their position within the proposed conditions of the arrangement.

Once the Manager submits their approval, the request is automatically routed to the Manager's Manager (and/or Senior Officer) and they can review all of the details of the requests including comments before approving, sending back, or even adding additional approvers. Some employees will have more layers of approval than others.

If a Manager or Manager's Manager or Senior Officer does not approve of the request then they can "Send Back" to the employee and include comments and reasons for turning down the request.

The final step of the approval process lies with the HR Executive (Tama Spoerri) who may also send back , request additional approvers, or deny the request as well.

All comments are visible to all participants in the process from the employee to the HR Executive role.

Overall Process	Request Alterna	ative Work Arrangemen	t: Diene M Fournier
Overall Status	Successfully Co	ompleted	
Worker	Diane M Fourni	er	
Start Date 4	88/29/2022	É	
Proposed End Date *	12/23/2022	Ē	
Position	Cashler/Account	nts Receivable Represe	ntative - Diane M Fournier
Reason	x I would lik work array	e to try an alternative ngement.	:=
Details			
Type *	× Regular Hyt Weekly Sch	orid Schedule - Set edule	:=
Hours per Week	16		
Days per Week	2		
Days of the Week	× Tuesday		:=
	× Thursday		
enter your	comment		
View Comments (5)		
Cindy Sesamer o Diane M Fourni I would like to wo	er	Employee	Thuradey If possible.
Cindy Resamer o Rachel Allen		Manager	
Cindy Resamer of Becky Corey		Manager's Ma	0
As long as the C	n behalf of	Senior Officer	
	your request for this		
Cindy Resamer of Tame Spoerri		HR Executive	adular Casaratulations)
ulene, you neve	case: approved to w	ork your new proposed sol	autorial Congretuletional

ENDING AN ALTERNATIVE WORK ARRANGEMENT

The employee may request an end to their alternative work arrangement (type End My Alternative Work Arrangement in the search bar) OR a manager may do the same (type End Alternative Work Arrangement in the search bar and enter the name of the employee).

Q end alternative work arrangement

Enter the END DATE and add any explanatory comments that the Employee, Manager, and HR Executive will be able to view.

	rk Arrangement
Start Date	07/01/2022
Proposed End Date	09/06/2022
Position	Senior Associate Director for HR Services - Cindy Bessmer
Туре	Seasonal Flexible Schedule > Seasonal Flexible Schedule
Hours per Week	40
Days per Week	4
Days of the Week	Tuesday
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
nd Alternative	e Work Arrangement
	/2022
End Date * 08/29	
	/2022 💼

The Manager approves (cancels, denies) the request or has the option to send back to the employee if the request was initiated by the employee. Once approved, the request to end the arrangement flows to the HR Executive.

Worker	Cindy Bessmer		
Start Date	07/01/2022		
Proposed End Date	09/06/2022		
Position	Senior Associate Director for HR Services - Cindy	/ Bessmer	
Туре	Seasonal Flexible Schedule > Seasonal Flexible S	Schedule	
Hours per Week	40		
Days per Week	4		
Days of the Week	Tuesday		
	Wednesday		
	Thursday		
End Alternative W End Date 08/29/2			
	tork Arrangement		
End Date 08/29/2	00rk Arrangement 022 comment	Process History	
End Date 08/29/2	tork Arrangement 022 comment 1)	Process History	Just no
End Date 08/29/2 enter your View Comments (Cindy Bessme COMMENTIN TH	tork Arrangement 022 comment 1)		ployee or manager give
End Date 08/29/2 enter your View Comments (Convertinity explanation for 1	tork Arrangement 0022 comment 1) Just now is would be where the employee or managar gives an the end of the alternative work arrangemert at oor the alternative work arrangemert at oome back to five days per week before Labor Day	Cindy Bessmer says, "COMMENTIT This would be where the err	rployee or manager give rk arrangement. week before Labor Day
End Date 08/29/2 enter your enter your View Comments (CountEntin for countEntin for Itbirk Lwill need	tork Arrangement 0022 comment 1) Just now is would be where the employee or managar gives an the end of the alternative work arrangemert at oor the alternative work arrangemert at oome back to five days per week before Labor Day	Cindy Bessmer arys, "COMMENTI: This would be where the err an explanation for the erd of the alternative wo I think I will need to come back to five days per rather than after Labor Day."	rk arrangement. week before Labor Day

07152022

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